

Glossary of Terms & Index (Continued)

The location - page number - of the term is indicated in parentheses after the term.

LD (Legislative District) (9,6) – An area encompassing a number of election districts in which a County Legislative Member is elected.

Leader (4,10) – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

Lever (or Pointer) – the bar that a voter pushes down to indicate a vote.

LTED – A Board code for a Legislative District or Town and an Election District (eg.50002: Greece, ED 2)

Machine Diagram – see sample ballot

Machine Face – The ballot as displayed on the machine.

Machines (11,12,13)

Orange Dot Items (9,13) – Materials that must be returned to a Board of Election Supply Return Location in the City or to the Town Hall and Town Clerk in the Towns on election night after the polls close.

Paper Roll (12,13) – a roll of paper wound around a metal spool located in a small compartment at the back of machine. Write in votes are recorded on the paper roll.

Poll Book (13)– The ledger containing a voter's name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll ledgers labeled by party.

Polling Sites (6,8,10,12,13)

Primary Election (3) – An election within a party for an office or offices. The winner appears on the General Election ballot.

Primary Lever – A lever located on the right hand side of the machine that inspectors must set to the party of the voter entering the machine. Used only in a Primary Election.

Primary Slips – Colored slips of paper corresponding to parties that are given to voters after they sign the poll ledger (of the same color) and then are given to an inspector at the machine who sets the Primary Lever. Used only in a Primary Election.

Protective Counter – A dial located on the right hand side of the machine that records the total number voters who have ever entered the machine and pulled the red handle.

Public Counter – A dial located on the right hand side of the machine that records the total number of voters that have entered the machine and pulled the red handle for that particular election.

Red Handle – The metal rod that voters pull to the right to close the curtains and begin voting and then pull to the left to open the curtains after the votes have been indicated.

Sample Ballot – A paper diagram of the machine face

Seal (13) – a metal strip that is placed through the entrance button.

Street Directory - Listings with all house numbers and streets within a site.

Street Guide (12) – Listings with house numbers and streets within an ED.

Substitute Inspector (4,6,8) – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

Supplies (9,12)

Election Inspector Coordinator Handbook



MONROE COUNTY BOARD OF ELECTIONS

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Table of Contents

Subject	Page
Introduction	1
Message from the Commissioners	2
The Election Process	3
Coordinator Appointment	4
Coordinator Duties	5-9
Inspector Assignment	6-7
Election Day	8
Supply Pick-Up & Delivery	8
City Supply Return	9
After Election Day	9
Election Etiquette	10
Election Procedures	11-13
Glossary & Index of Terms	14-15

Introduction from Peter & Nancy

Coordinators are the link between the Board and our inspectors. You are who we speak to most often, who we rely on to schedule our inspectors, make sure they are trained, and trouble-shoot on Election Day. You are the supervisory eyes and ears of our efforts. Nancy and I are grateful for the work you do. This manual is an expression of our desire to make sure you are well equipped to do your jobs before, during and after an election day. And always remember that we are here, backing you up. Never hesitate to call with questions or comments, especially with suggestions about how we can improve our inspector program. Again, thank you for your hard work and dedication to making our elections a success.

Glossary of Terms & Index

The location - page number - of the term is indicated in parentheses after the term.

Absentee Ballot (3) – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Active Inspector (4,6)– An inspector working in an election district for a given election.

AD (Assembly District) – An area encompassing a number of election districts in which an Assembly member is elected.

Affidavit Ballot (11) – A paper ballot issued to a voter who is otherwise not in a poll ledger but who lives in the ED.

B Machines – A second machine assigned to an election district due to an excess in the number of voters in that election district.

Call-In District (7) - An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

Chair (8) – The head inspector elected by the team of 4 inspectors on an election day; the chief political position of a County Committee; an officer of a local Committee responsible, at minimum, for specific Committee functions and conduct of meetings.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one poll ledger and machine.

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps (13) – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) (5,7,11) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their election districts. Inspectors serve in an election district. Committee members are elected from an ED.

Emergency Ballot (11) – A paper ballot issued only when a machine breaks-down and only with permission from the Commissioners.

Emergency Release Lever – A small metal lever located under the party fist cards that is used to release the red handle without casting any votes.

Entrance Button (13) – The button on the right hand side of the machine pushed before a voter enters the machine.

Etiquette (10)

Expressed Interest Inspector (4) – A voter, untrained to be an election inspector, interested in becoming an election inspector.

Fist Card – The dark hand with index finger pointing that displays the name of a party in the front of the machine.

Flip Chart – A resource included in election day supplies that lists a variety of solutions to challenges that may face inspectors throughout the day.

General Election (3) – An annual election open to any registered voter.

Hispanic District (7) – An ED determined though census figures to possess over 5% Spanish-speaking population.

Hold Inspector – A trained inspector unable to work in a given election due to illness or vacation, who is selected out by a Coordinator.

I Voted Stickers – a round adhesive that has “I voted today” on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

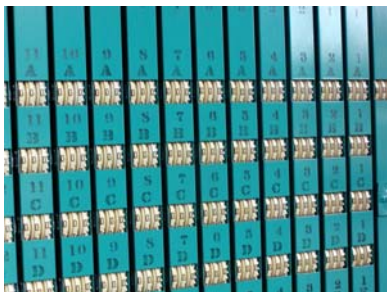
Election Procedures (Continued)

Closing the Polls & Canvassing the Machine

Reminder: Voters already in line at 9:00pm must be permitted to vote.

The procedure for closing the polls after 9:00pm is:

- Insert the #2 key into the #2 lock. Turn down the key to turn the machine "off."
- Open the back of the voting machine with the #3 key.
- Two (2) inspectors, one from each party, read the vote totals from the back of the voting machine loudly and clearly.
- Two (2) inspectors record the numbers on the canvass sheet and the yellow tally sheet.
- If the date line is no longer visible, cut the paper roll. Carefully fold the paper and return it to the Board of Elections in the envelope marked. "For Paper Roll (Write-In Vote)."
- Tally write-in votes on the Canvass Sheet.
- Replace the Handicap Accessible crank.
- Close and lock the back of the voting machine with the #3 key.
- Complete Canvass Report "...when the polls close section"
- Seal the poll ledger with the two stickers provided in the "chairperson envelope."
- Re-Pack carefully. Separate ORANGE DOT items from the other materials and place in ORANGE DOT bag. DO NOT place orange dot items in the machine.
- Never throw any written materials away.
- Place signs, maps, pencils, poll markers, privacy screen, instructions, the street guide and like items in one bag and place in the voting machine.
- Place the poll ledger, return envelopes, certificates of service, city payroll sheets, challenge report, call-in sheet, notes sheets, and unused forms in the other bag and place in the voting machine.
- Secure the seal in the entrance button.
- Lock the front of the voting machine with the #3 key.
- If one is present, bring the flag inside the polling site.
- Place machine keys in orange dotted return key envelope.
- Inspectors do not need to cover the machine and should not wait for the machine to be picked up.
- Return orange dot items to the designated location.



Message from the Commissioners



Commissioner
Peter Quinn



Commissioner
Thomas Ferrarese

A coordinator's job is very important to the electoral process. Your work with your party leader and efforts to secure dedicated inspectors serves both the voters and our community. You are part of the Board of Elections.

The integrity, knowledge and professionalism we work for is reflected by you throughout the county.

Every year is a busy year. Yet, 2004 brings with it the challenge of a Presidential Primary in March in addition to a possible primary in the September and the General Election in November. This will mean more eligible voters, larger turnouts and many unique situations. Also this year we will see the beginning effect of the new Help America Vote Act (HAVA). Changes will occur from how a voter registers to the procedure at the polling site.

We are confident that you will handle the job with accuracy, efficiency, and enthusiasm. Your loyalty to the Board and the voters ensures the success of a fair and honest Election Day.

The Election Process

The process that creates a Primary in September and then General Election in November can actually begin as early as March. This is a brief description of how elections occur.

Sometime between March and June, local, county and state parties will hold **nominating meetings** (or conventions) to select or **designate** candidates. Designated candidates are then placed **on Designating Petitions** (state candidates achieve ballot status directly through the convention process). In order for a candidate to achieve ballot status, they must collect a set number of signatures depending on the office sought. Usually, Designating Petitions are passed in the first week of June and are filed at the Board of Elections in the second week of July. For any office, if more candidates are designated than the number of positions available (e.g. four council seats available, but five candidates are designated) a **Primary** must be held.

Just after Designating Petitions are filed, **Independent Petitions** may be passed. These are petitions that name some other party and, like Designating Petitions, require a set number of signatures for a candidate to achieve ballot status, depending on the office. Independent Petitions are filed in early August. Candidates that qualify from filing an Independent Petition will appear on the **General Election** ballot.

Primary Elections are elections within parties that determine which candidates will represent their party in the **General Election**.

Only voters registered within a party experiencing a **Primary** may vote in that Primary.

Any registered voter may vote in a **General Election**.

Absentee Ballots are available to any registered voter if they are out of the County, in County but ill, or have a disability that prevents them from participating in a Primary, General, Presidential Primary or Special Election day.

Election Procedures (Continued)

Street Guide

Street Guides are used by the inspectors to locate a voter's address in the election district.

STREET NAME	E/O	Start	End
W COMMERCIAL ST	E	300	324
W COMMERCIAL ST	O	300	324
DRUMORE CREEK	E	2	10
DRUMORE CREEK	O	1	9
W ELM ST	E	300	400
W ELM ST	O	301	400
W HILBERT ST	E	300	304
W HILBERT ST	O	301	305
FOREST RD	E	2	10
FOREST RD	O	1	9
GRANT ST	E	300	400
GRANT ST	O	301	400
GREENBRIAR CT	E	2	20
GREENBRIAR CT	O	1	19
MC KINLEY ST	E	300	400
MC KINLEY ST	O	301	400
POMANER WALK	E	2	20
POMANER WALK	O	1	19
ROOSEVELT RD	E	300	400
W SPRUCE ST	O	301	304
UPPER CREEK	E	2	4
UPPER CREEK	O	1	3
S WASHINGTON ST	O	102	400
WEST AVE	E	300	304
WEST AVE	O	301	309
WOODNATH CREEK	E	2	20
WOODNATH CREEK	O	1	19

Name Changes

A voter that changes their last name and still resides in the same election district must sign their old name in the space provided and then above that, sign their new name.

Election Times

A **General Election** (November) is from **6:00am-9:00pm**; inspectors must arrive at **5:30am**

A **Primary Election** (September or March) is from **Noon-9:00pm**; inspectors must arrive at **11:30am**.

Opening the Polls

The procedure for opening the polls in the morning is:

- One of the four (4) Inspectors will arrive with supply bag.
- Check the label on the supply bag with the tag on the voting machine.
- Open the supply bag to remove the machine keys.
- Open the front of the voting machine with the #3 key.
- Remove the remaining 2 bags of supplies.
- Snap curtains to inside of machine.
- Plug in cord for the light.
- Remove the "sample voting machine" from inside the door of the machine
- Check the voting machine face against the sample ballot to ensure they match.
- Open the back of the voting machine with the #3 key. Verify that all dials are at zero. Make sure the dateline is on the paper roll.
- If the voting machine is Handicapped Accessible remove the crank. Lock up the back of the voting machine with the #3 key.
- Complete the "OPENING OF THE POLLS SECTION" on the canvass sheet and have all four (4) inspectors sign it.
- Post the "DISTANCE MARKER" sign 100 feet from the building entrance.
- Display the flag.
- Post the black and white "VOTE HERE" sign at the main entrance of the site and the blue handicap "VOTE HERE" on the handicap accessible entrance.
- Post the "DISTRICT MAP" and "SAMPLE BALLOT" inside the polling site.
- Prepare the table & organize the supplies.
- Break and remove the seal on the entrance knob.
- Insert the #2 key in lock #2 and turn up to activate the voting machine.
- Place the key in a safe place.

Election Procedures

- **If a Voter is not in the correct Election District(ED) then**
Send the voter to the Correct ED (check Map or call Board of Elections (BOE))
- **A VOTER MUST BE IN THE POLL LEDGER TO VOTE ON MACHINE** (or have a Court Order)
- **A VOTER MUST BE IN CORRECT ED TO CAST A BALLOT.**
- **If a Voter is in the poll ledger (and correct ED) then the voter may Vote on machine** (Normal Poll Procedures)
- **If a Voter lives in an ED, but is not in the poll ledger then the voters may Vote on an Affidavit Ballot (paper ballot) OR seek Court Order in the ED in which they live.**

Emergency Ballots

Emergency Ballots are paper ballots issued only when a machine breaks-down and only when permission has been granted by the Commissioners. Ballots are voted on by the voter and placed in green and white envelopes. The envelopes must be filled out completely by the voter and the inspectors and then placed by the inspectors in the Affidavit/Emergency Return Envelope.

Affidavit Ballots

Affidavit Ballots are paper ballots issued when a voter is not in the poll ledger but declares they are residents of the election district. Ballots are voted on by the voter and placed in a white envelope with registration form (which should remain attached to the envelope). The envelopes must be filled out completely by the voter and the inspectors and then placed by the inspectors in the Affidavit/Emergency Return Envelope.

Coordinator Appointment

The Coordinator Program began as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising inspectors. The Leaders of each jurisdiction are responsible for recommending inspectors and Coordinators to the Commissioners.

Leader Recommendations

By May 1st, Leaders are asked to recommend an individual to the Commissioners for appointment as a Coordinator. Inspector Coordinators should be active members of their political committees. Inspector Coordinators should be experienced Inspectors who drive and have Election Day transportation. Inspector Coordinators must be available during all polling hours on all election days. They must attend one training session per year. Normally, an Inspector Coordinator may not serve as a paid Inspector; a leader may not serve as an Inspector Coordinator. Just as Coordinators assist Leaders, Leaders can help Coordinators by providing political backup, especially on Election Day and by recruiting additional inspectors through political committees.

Commissioner Appointment

Coordinators are appointed by the Commissioners for one year terms beginning on July 15th. At the time of appointment, Coordinators will receive a packet of information from the Board of Elections including initial inspector listings showing active (working) inspectors from the previous election and a supplemental listing of substitute and expressed interest inspectors.

Coordinator Duties – Overview

- Have TWO inspectors assigned to each Election District and report these assignments to the Board of Elections (BOE) on lists provided.
- When necessary, recruit new inspectors. The Board can provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within election districts.
- Make sure inspectors attend training sessions. You will be made aware on your listings of the inspectors that require training. Inspectors are required to attend a training session when they're new and then once every three years.
- Attend a training session each year and take the test given.
- Visit polling sites and inspectors on each election day. Assist inspectors if they have questions. Ensure a smooth and orderly election day.
- Be available by phone 30 minutes before polls open and one hour after polls open. Make sure all inspectors have the coordinator's main contact number in case inspectors or BOE need to get in touch with you.
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, districts to visit on election day, and any other concerns or questions you might have.

Election Etiquette

Coordinators often have contact with people outside of the circle of inspectors they schedule. Your counterpart from the other party, other coordinators, the Commissioners, Leaders, custodians at polling sites, town or city clerks are examples of people you may interact with. When you are talking with someone, remember you are representing the Board not only to that person, but to anyone who can hear or see you. A calm but firm voice, well articulated position, and thorough knowledge of election procedure will help get your point across. And remember: the Board is always available if you have questions or concerns.

Inspectors

There are times you must be firm with your inspectors. But on the whole, recall that we would not be able to process an election without them. Try to sympathize with the inspectors: understand that many inspectors are accustomed to a particular polling site, a certain set of compatriots to work with and even to the voters they will be serving. Sixteen hours wears on many inspectors: be understanding about the time involved, the sometimes monotonous, other times rushed, environment that they deal with once or twice a year. You must be persuasive about getting inspectors to work and perceptive about making sure they will be ABLE to work to ensure the smooth conduct of elections.

Polling Site

When you enter a polling site, remember that the Board or the Town has made agreements to use that site. We need the sites. If you identify a problem, do not yell. Advise the inspectors tactfully and assist them if you can. If an inspector is being difficult, take them aside and solve the problem. If you interact with school staff, a custodian, a manager or any other worker, remember to do so calmly and with the intent to make it a smooth, efficient and well run election day.

Other Coordinators

Often, you will need the assistance of your counterpart in the other party and may need help from coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated.

Special Duty – City Supply Return

Some City Coordinators have the additional duty of supervising the receipt of supplies at the end of the evening at one of the Board of Elections supply return locations. The inspectors in LDs 21, 23, 24, 26, 28 and 29 are responsible for dropping off their orange dotted bag containing their orange dotted items at the end of the evening to one of these locations. The Coordinators cross-off that the supplies have been received. The supplies are transported to the Board, where with the supplies from LDs 22, 25, and 27 the tally sheets are separated and the unofficial returns entered into the BOE election night reporting system.

Post-Election Day Duties

After an election, coordinators should:

- Return **pay vouchers** to the Board of Elections. All the Board requires you to indicate on the form is your TOTAL mileage (for all elections regarding the voucher). The total salary will be calculated by the Board.
- Save your **final listings of inspectors** to check against next year's listings.
- Call your Election Inspector Coordinator at the Board and give a follow-up report regarding election day.

Coordinator Duties – Inspector Assignment

- Always try to schedule inspectors in your own LD or Town first; check with the Board of Elections if you are unsure where someone lives.
- Avoid half-day inspector assignments: always try to assign inspectors for full days.
- Use your listings: If there is no change, leave the name(s) listed alone; if there is a change (one or both of the inspectors listed are unable to work), cross-off the name or names and write in the new names and other information down below in the space provided. **REMEMBER:** When an inspector is scheduled to work, they will be made active; when they are not working, and they are trained, they will made a substitute.
- Inspectors must be registered in your party (call Board of Elections if you have questions). They must be able to read and speak English and may not be the spouse, child, or grandparent of a candidate on the ballot.
- Schedule to cover the Election District with two inspectors. The Board does not endorse the idea of inspectors running back and forth between tables to cover multiple EDs within a site.
- If you find yourself short of inspectors and have exhausted your substitute and expressed interest listings, you have a few options: (1) Call the BOE and have us prepare a listing of registered voters in your party to recruit from; or (2) call an adjacent coordinator and see if they can lend you their extra inspectors.

Example of Inspector Listing

Inspector TENTATIVE Assignment Form - 2003 GENERAL ELECTION

November 4, 2003

PLEASE RETURN THIS LISTING TO THE BOE BY 10/17/03

Please use this listing for assignments. DO NOT make your own listing.

IRONDEQUOIT REPUBLICAN - EAST

RONALD J ADAMS
11 PLEASANT AVE

323-1655

Working Inspectors

Phone #

Residence Address

St

Yrs

LAURELTON ELEMENTARY SCHOOL

600 PARDEE RD

Iro-88

B ☐ H ☒ Cal ☐

Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

☐ JENNIFER SULLIMAN 9047187 986-1232 181 DUNN RD 14609 A 36

☐ ALBIS TAMBERLAIN 15476371 252-6565 241 SCARLET AVE 14609 A 2

Correction/Addition:	Name:	Phone:	Residence Address and ZIP	Notes

HELENDALE ROAD SCHOOL

220 HELENDALE RD

Iro-89

B ☐ H ☐ Cal ☒

Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

☒ *GEORGE POOLE 4139715 225-2526 93 AMBER LN 14609 A 8

☒ RUTH TANKERMAN 15504057 456-5454 369 CRIMSON TER 14609 A 26

Correction/Addition:	Name:	Phone:	Residence Address and ZIP	Notes
	HANNA JUSTINIAN	232-4645	111 VIOLET AVE 14609	

TRANSFIGURATION LUTHERAN CHURCH

3760 CULVER RD

Iro-90

B ☒ H ☐ Cal ☐

Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

☒ *BERNIE VERNAS 15487325 788-9898 71 RUSSETT AVE 14622 A 17

☐ SAMUEL LACKERMAN 20184933 332-3565 86 MAUVE BLVD 14609 A 1

Correction/Addition:	Name:	Phone:	Residence Address and ZIP	Notes

Indicates inspector needs exam

Section shows if ED has a B Machine, is a Hispanic District or is a Call-In District

Wednesday, December 03, 2003 * = Needs Exam B= B District (2 Machines, 3 in inspector's party); H = Hispanic District; C = Call-In District

Page 1 of 1

If the two inspectors listed will be working, leave the entry alone; if not, cross-off the one not working and write in the new working inspector in the spaces provided

Supply Pick-Up & Delivery

In many of the Towns and in the City, Coordinators are responsible for picking-up the election day supply bags and delivering them to an inspector (often the Chair from the year before). Supply bag pick-up usually occurs three or four days prior to the election. The bags are picked up at the Board of Elections (or may be delivered) for the City Coordinators or at the Town Hall for Town Coordinators. City Coordinators must report which inspector has the supply bags at least 2 days before the election. Unless given permission from the Commissioners, the supply bags should never be opened prior to election morning.

Coordinator Duties – Election Day

- At the beginning of an election day, Coordinators should be available for at least 30 minutes prior to polls opening and one hour after polls have opened to take calls from their inspectors or the Board of Elections.
- It is not unusual for there to be some inspectors unable to work on an election day as scheduled. Sometimes inspectors never show up at their election district. If this happens, Coordinators must fill the vacancies with substitute inspectors during the morning hours.
- Starting mid-morning, Coordinators should begin to “make-the-rounds” visiting inspectors at the polling sites. Prior to election day, the Democrat and Republican Coordinators for a particular jurisdiction should divide the polling sites. All polling sites should be visited on an election day.
- Encourage each Election District to elect a Chair.
- On an election day, the Coordinators should help assist and supervise inspectors. Remember, on an election day, both Coordinators, from each party, have the same authority and responsibility.
- Check in with the Board at least once during the day.